



Process Title: Preparation of Purchase Order

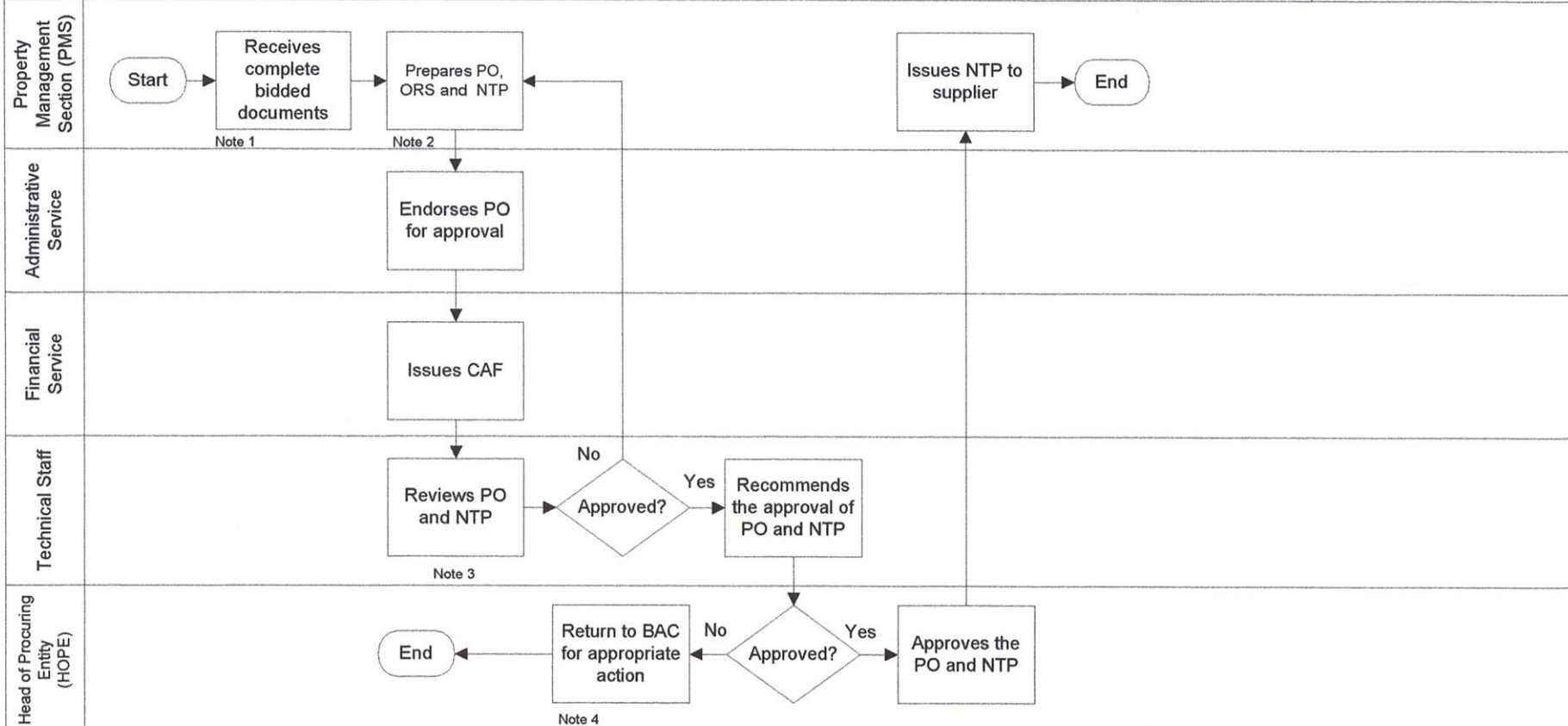
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Objective: To clarify the process of Preparation of Purchase Order.

Effective Date: 29 October 2018



Forms

Reference

WORK INSTRUCTIONS

Note 1. The bided documents contain all the documents from winning and losing suppliers , consist of:

- Eligibility requirements (Financial and Technical Proposal)
- Performance Bond
- Approved BAC Resolution
- Approved Notice of Award

Note 2. Prepares Purchase Order within ten (10) working days.

Note 3. Technical Staff reviews Purchase Order (PO) and Notice to Proceed (NTP) as to completeness of the documents in terms of Financial and Technical requirements.

Note 4. Disapproval of HOPE refers to Sec. 41 of Republic Act NO. 9184 (Government Procurement Reform Act).

1. Purchase Order (PO)
2. Notice to Proceed (NTP)
3. Certificate of Availability of Funds (CAF)
4. Obligation Request and Status (ORS)
5. RA No. 9184 Government Procurement Reform Act

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